



КИЇВСЬКИЙ МЕДИЧНИЙ УНІВЕРСИТЕТ
KYIV MEDICAL UNIVERSITY
EST.1992

FRESHMAN'S HANDBOOK 2023



Congratulations, freshman!

This handbook will be your guide during your first months of education. You can find basic information about everything a student needs to know. We wish you exemplary studying and fun student life!

Administration of University



Boryspilska St, 2
Kyiv, Ukraine



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ABOUT STUDY

- The attendance of all classes are obligatory
- If a student comes 15 or more minutes late to the class, it is considered skipping a class, and the student is not allowed to attend the class
- If a student has some health issue and can't attend classes, he should inform his monitor, teachers or the dean's office; he should go and see a doctor and ask for a medical report
- In a case when a student was absent in a class and doesn't have a medical certificate, he should pay for his absence. One hour of a class for foreign English speaking students costs 100 hryvnias
- The duration of classes. One academic hour is 45 minutes. A class lasts for 2 or 3 hours. There is a 5-minute break between the hours. Between the classes, students have a 15-minute break. A lecture lasts for 2 academic hours
- In the class the students must have lab coats on

Requirements to complete the program for the semester

A student is granted permission to take the final exam only if all absences have been cleared/reworked and the total sum of grades received in the program of the semester is above the minimum required grade.



MISSED CLASSES AND REWORKS

Any missed class must be cleared/reworked.

A missed class may be considered excusable and its rework may be free of charge if a student has any of the following reasons:

- A medical report of illness approved by the University doctor.
- A medical report of illness of family members, tickets there and back attached to a letter of request to travel to visit the family member
- A marriage ceremony (marriage certificate must be provided)
- Late enrollment (only one month is provided free of charge). Only for first year students.
- A letter from the dean's office granting permission for absence due to participation in University activities.

Any missed class not supported with a document is considered inexcusable and will be charged with a nominal fee (100hrn per hour of the class).

A student should provide a document confirming an excusable reason or a bank receipt confirming the missed hours of class have been paid for, in order to request a rework slip from the dean's office.

Any missed class may be cleared/reworked, only if a rework slip is provided!

All the missed classes (for excusable or inexcusable reasons) should be reworked within one month!

Information on clearing the academic failures

- All the missed classes (on valid or invalid reasons) should be reworked within a month!
- Having paid for the missed class doesn't mean you have reworked it!

Valid reasons for free reworks slips are:

- Sickness of a student (with the medical certificate signed by the University doctor)!
- Trip of a student to the native country because of the sickness of family members (mother, father, child). Confirming document is required!
- Marriage of a student
- The activities held by the University (such as the sport competitions, conferences, concerts, etc.)

The classes you missed before the date of your enrollment, should be reworked within a month free of charge.

All the other reasons are invalid and should be paid for!

THE IMPORTANCE OF PERSONAL HYGIENE FOR MEDICAL STUDENTS

Personal hygiene is a necessity of life. Staying clean helps us build relationships, stay healthy and raise our self-esteem. Practicing a hygienic lifestyle means washing and maintaining all parts of the body that affect appearance and smell by regular bathing, brushing teeth, and washing hair. For medical students it is especially important to stay clean and take care of your personal hygiene.

Here are 5 tips for your personal upkeep as a healthcare professional:

- **1. Bathe every day before classes.** Bathing before classes should be part of your basic, personal, hygienic routine. Bathing helps prepare you for a busy day at work, where you need to be clean for the sake of your patients' health. Any lingering scent or perfume could trigger an allergic reaction in other students with allergies. Bathing and washing your hair will help prevent the spread of germs and diseases in everyday interactions with your patients.
- **2. Wash your hands.** Make sure to thoroughly wash your hands throughout the work day. Many infections, like the common cold, are caught, when unwashed hands that contain germs and bacteria touch items shared with others.
- **3. Clean your outfit.** When you get home from your classes, wash your clothes to kill germs and get rid of stains. Washing your clothes right away will help keep your home germ free, limit the spread of germs and keep your appearance tidy.
- **4. Brush your teeth.** Brushing teeth twice a day will benefit your oral health, and prevent offensive mouth odors. Remember to brush teeth before classes to maintain clean teeth and good breath.
- **5. Trim your Nails.** Long nails can get in the way of work and they can quickly become unsanitary. Make sure your nails are trimmed and presentable. Short, well-kept nails will also help your hands fit into gloves!

You represent your healthcare facility so it's necessary to look your best. If you feel good about yourself, you may also feel more confident studying!



EDUCATION PROCESS

The educational program «**Medicine**» comprises 6 years of study.

The educational programs «**Dentistry**» and «**Pharmacy, Industrial Pharmacy**» comprise 5 years of study.

1st semester: September-January

2nd semester: February-June

Unified State Qualification Exam (USQE) is a standardized means of diagnosing the level of professional competence of a specialist, which establishes the conformity of the quality of training specialists to higher education standards.

Stages and components of the exam

STAGE I

(after the 6th semester for Medicine, Dentistry and Pharmacy students)

Krok 1

English language in the specialty

STAGE II

(after the 10th semester for Dentistry and Pharmacy students, after the 12th semester for Medicine students)

Krok 2



STATE MIGRATION SERVICE OF UKRAINE

All international students, who are enrolled in Kyiv Medical University must do a temporary residence card for the full time of study. Temporary residence is a document which identifies a foreign citizen or a person without citizenship and shows proof of legal grounds to stay in Ukraine. Since 01.06.2018 the temporary residence is issued as a plastic card with an electronic chip.

Receiving the temporary residence requires submitting to the International faculty (Boryspilska St, 2, Student`s service) the following documents:

- The national passport
- Notarized translation of the passport
- 2 photos
- Valid medical insurance

Stages and components of the exam

- For countries with a visa regime – students need to visit the State Migration Service, but not later than 30 days before the end of the visa;
- For visa-free countries (Uzbekistan, Georgia, Azerbaijan, Moldova and Armenia) – all procedures must be completed in no more than 60 days after crossing the border of Ukraine.

According to the expulsion of aliens from the number of students of university is necessary:

Submit a temporary residence permit to the international department within 5 days after the enrollment termination order or bring a letter from another higher education institution, where the student is going to transfer. A copy of the order for his admission to another higher education institution must be submitted to the international department within 10 days.

Otherwise, the temporary residence permit will be cancelled.

In the case of transfer of individual from another higher education institution to our university, it is necessary, in addition to exchanging letters, to provide the enrollment termination order. The period between the date of expulsion of a student from another university and the date of admission to KMU (Kyiv Medical University) should not exceed 10 days.

The temporary residence permit must be valid and its time to expiration must have not less than 20 workdays before the expected date of denouncement.



ABOUT RECOGNITION OF FOREIGN QUALIFICATIONS

In order for a foreign educational document to be valid in Ukraine, whether for employment or for the purpose of continuing education, it must be duly recognized by the proper procedure.

The Ukrainian procedure for recognizing educational documents issued by educational institutions in other countries consists of the following steps:

1. Authenticity verification of any foreign educational documents submitted for recognition, specifically verifying the fact of completed education and the issuance of the educational document. If your documents bear Apostille stamps or proof of their consular legalization, this is considered sufficient for confirming their authenticity. In this case, your documents do not require the verification of the fact of their issuance, which makes the recognition procedure significantly faster. However, you have a choice of either certifying your documents in accordance with international law, or of entrusting their verification to the staff of our Center.

2. Verification of the official recognition by the educational institution that issued the education-confirming document, specifically checking for the certificate of state accreditation issued to this educational institution and its license, effective as of the moment of issue of this educational document to you.

3. Establishment of the equivalency of the qualifications indicated in the foreign educational document in accordance with the requirements for educational and qualification levels in the education system of Ukraine, which requirements are carried out with the involvement of appropriate expert commissions for respective qualifications. The expert examination entails collating the curricula in terms of content and scope. This work is performed by a Ukrainian educational institution accredited for the same qualification as that indicated in the applicant's diploma. If there is no such qualification in Ukraine, the one that is most similar is selected in this case.



LIST OF DOCUMENTS BY REFERENCE

The recognition procedure provides a certificate of recognition of issued foreign educational documents.

If any additional conditions are determined, order for the qualification of the applicant's educational documents to be recognized, such as additional study, competency testing or other actions, the non-completion of which would prevent further education or employment in the specialization area in Ukraine, the applicant is sent a corresponding explanation.

In the event of provisional recognition the holder of the submitted educational documents is required to pass examinations in the subjects specified by the experts. He or she is free to choose an institution of higher learning for the tests. Once this has been done, the University will assist in arranging for the examination at the chosen educational institution. The time of the document recognition procedure in this case is prolonged accordingly, pending the University's receipt of positive test results. If recognition of the qualification level indicated in the document is refused, a qualification level possible for recognition may be specified.



HEALTHCARE

Remember! You are all covered by insurance. If you have any medical situation or emergency, please call the insurance company.

PERSONAL SECURITY NOTICE. Please note that late night movements should be avoided, unless very necessary. If you have reasons to travel home during the academic semester, make sure you inform the dean office of your faculty.

USEFUL INFORMATION WITH PHONE NUMBERS FOR OUR INTERNATIONAL STUDENTS

STATE MIGRATION SERVICE

Contact in case of unclear situations or the need for our assistance in matters related to the State Migration Service or temporary resident permit

REGISTRATION PLACE OF RESIDENCE

Tetyana Anzina
+38 (096) 183-04-15

FAMILY DOCTOR

Consult with the doctor that helps the University to take care of our students' health

Yaroslav Dyakunchak
+38 (098) 787-06-71

FINANCIAL ISSUES

Contact in case you have a problem with financial calculations, payment or other financial issues

Nataliia Vasylchenko
+38 (095) 283-41-00

LIVING IN A DORMITORY

Nataliia Kozachok
+38 (050) 494-81-46

SUPPORT OF THE LEARNING PROCESS AND THE USE OF CORPORATE E-MAIL

+38 (050) 525-75-55

TECHNICAL SUPPORT OF THE ONLINE LEARNING PROCESS

Oleksandr Petrunok
+38 (066) 760-75-25

ISSUANCE OF A STUDENT TICKET (OR A DUPLICATE IN CASE OF LOSS)

Vladyslav Kruchok
+38 (044) 567-22-90

CONTACT US

The International Faculty

Boryspilska St, 2, office 146

+38 (050) 525-75-55

E-mail: k.kachan@kmu.edu.ua

Dean: Kostyantyn Kachan

Working hours: 9:00 – 17:30

Classes are held in:

Kharkivske highway, 121

Boryspilska St, 2

Hostels

Horlivska St, 124

Kharkivske highway, 210

THANK YOU FOR CHOOSING KMU!

FACEBOOK



Instagram



KMU.EDU.UA



TikTok



OUR SOCIAL MEDIA PAGES!